



**India Trade Promotion Organization  
(Store Division)  
Prantik Building, Near Gate No.1,  
Pragati Maidan,  
New Delhi – 110001  
Telephone No. 011-23378645, FAX No. 23371492**

**Notice Inviting Tender (NIT)**

**T e n d e r N o.: 252/ITPO (5)/ST/2012-16**

**TENDER DOCUMENT**

*for*

**SUPPLY OF OXFORD TYPE SHOE & COTTON SOCKS (KHAKI)  
FOR SECURITY STAFFS**



India Trade Promotion Organization  
(Store Division)  
Prantik Building, Near Gate No.1,  
Pragati Maidan,  
New Delhi – 110001  
Telephone No. 011-23378645, FAX No. 23371492

**Notice Inviting Tender (NIT)**

No. 252/ITPO (5)/ST/2012-16

Dated: 17/06/2016

**Sub:** Procurement of Oxford type shoes (brown & black) and cotton khaki Socks for security staffs of ITPO-reg.

India Trade Promotion Organization (ITPO) invites **SEALED** quotations/bids from manufacturers/their authorized distributors/dealers/ suppliers for the following items, as per the required quantity and approved rate mentioned against each items shown in the table subject to the terms and conditions printed overleaf:

					To be filled by bidder		
S. No.	Description of items along with details of eligible employees	Entitlement/ No. of Pairs	Required Qty. in nos. { Col(2) x Col(3) }	Estimated rate (in Rs.)	Quoted Price Per pair (in Rs.)	Total Amount +Vat /Tax (in Rs.)	Brand name , if any + other remarks
Col.(1)	Col(2)	Col.(3)	Col.(4)	Col(5)	Col(6)	Col(7)	Col.(8)
01.	OXFORD type Shoes for 89 nos. Security male staffs.	01 pair each in summer season	89 pairs. (Black colour=05 & Brown colour=84)	974.00 +Vat/ Taxes			
02	Socks (Cotton khaki colour)	01 pair each in summer season.	89 pairs	40.00 +vat/ taxes			

**Document Control Sheet**

1. Tender Enquiry No.: 252/ITPO (5)/ST/2012-16
2. Name of Organization: INDIA TRADE PROMOTION ORGANISATION
3. Last Date and time for submission of tender document :  
3 p.m., 06/July/2016
4. Date & Time of opening of Bid: 06/July/2016, 3.30 p.m.
5. Name of Division: Store Division
6. Address for Communication :  
  
Manager( store),  
INDIA TRADE PROMOTION ORGANISATION  
Store Division, Prantik building,  
Near Gate No. - 1, Pragati Maidan,  
New Delhi-110001
7. E.M.D. : Rs. 3,000.00/- ( Rupees three thousand only)
8. For further details and getting the copy of tender documents, kindly visit the tender section of website of ITPO i.e. <http://www.indiatradefair.com>

**Date: 17/06/2016**

**Place: New Delhi**

**MANAGER (STORE)**

**Note:**

- The bidders should **note** that the quotation(s), duly superscribed “**Quotation for procurement of Oxford type shoes (brown & black) and cotton khaki Socks for security staffs of ITPO**”, will be dropped/deposited by yourself/your representative in tender box , kept in **Store Division, Prantik Building , Near Gate No. -01, Pragati Maidan, ITPO, New Delhi-01,** by **3. P.m. on or before 06/07/2016 and will be opened at 3.30 pm** on the same day in the presence of interested bidders or their representatives, who may like to be present.
- Please note that the quotation(s) completed in all aspect, such as, indicating price, time of delivery with detailed specifications, samples, pamphlet and literature, where applicable, should be addressed to the undersigned mentioning enquiry no., bid opening date, name of the bidder, address and mobile number, on the sealed envelope.
- Quotations received after stipulated date/time shall under no circumstances be entertained.
- In case, the prospective bidders need any clarification regarding any terms and conditions of the tender or items; he/she/they may seek the same from the undersigned, well in time to ensure that required clarification is received by them, before the last date for tender submission .

**Terms and Conditions:**

- Firms, which fulfill the following eligibility criteria, should apply:-
  - ❖ The bidders must have 3 years experience for supply of items in Govt. offices / PSU and other similar organizations. Necessary supporting documents to this effect must be enclosed with the quotation. Attested copies of the work order for the last three years should be enclosed. The firms are required to furnish their complete address and telephone numbers along with self attested photocopies of PAN/TAN, Service Tax No, Sales Tax/VAT registration certificate etc.
  - ❖ The turnover of the firm should be at least 02 (two) lakhs per annum during the three financial years for these uniform items.
  - ❖ The firm should not have been blacklisted by any Ministry /Departments of the Govt. of India or any state government agency.

- ❖ The samples submitted along with bid application should be in pairs and the size, whatever may be, engraved in the sample would be deemed to be actual at the time delivery of materials.
- ❖ Further the unsuccessful bidder(s) should note that the samples deposited should be collected immediately after bid period of tender failing which the same would be taken into stock.
- The following terms and conditions may be kept in view while submitting your bid:
  - The firm should be in a position to supply the items, as mentioned in the list on very short notice, as and whenever needed. The firm should also ready to supply the items on Saturday/Sunday/Holidays also, as and when required.
  - The proposed items should be delivered at Prantik Building, Near Gate No.1, Stores Division, ITPO, Pragati Maidan, New Delhi.
  - The owner of firm should be available on his own direct telephone (office as well as residence) and also on mobile phone. The mobile number and email- id is mandatory to be provided to this office.
  - The shoes and shocks should be of standard make. Later on, it is noted that in case, the items are not of standard make, or are of unacceptable quality or do not match our approved specification, the same should be replaced by the firm unconditionally or otherwise it would be open for the Department to cancel the contract forthwith and forfeit the EMD/Bid Security.
  - The firms must be registered with Delhi VAT/Sales Tax Department/ Central Sales Taxes Department.
- Interested firms/parties will have to submit **unconditional acceptance** to the above terms and conditions at the time of submission of the quotation on the letter head of the Firm. The Bidders shall ensure that they should not impose their own conditions in the bidding document which shall be discouraged by this office and such bids are liable to be declared as INVALID and hence be REJECTED. No claims of the Bidders in this regard shall be entertained whatsoever by the competent authority of ITPO.
- The rates quoted by the parties should be valid till **31.10.2016**. Also the approved rates of successful bidder shall be deemed to be valid till **31.10.2016**.

- The quantity mentioned above is subject to change prior to issue of Supply Order/Award of Work. Also the Supply Order/Purchase Order, if awarded, will be subject to our standard, conditions of contract.
- Quotations should be free from any corrections, overwriting and erasers. Corrections/Overwriting, countersigned by the bidder, if it is deemed acceptable. However, ITPO shall be at liberty to accept minor corrections.
- Price quoted for units should be specified by us overleaf and delivery at our office. All risk to goods till the point of delivery shall be on the supplier.
- Price quoted should be for inclusive of freight, packing, forwarding and insurance. If sales tax, Excise Duty, value added tax and other charges are to be paid extra, this should be clearly specified in tender. In the absence of any such stipulation, it will be assumed that the quotation is inclusive of these taxes.
- The bidders, irrespective of the fact or whether they quote or not, are requested to notice the receipt of the tender document.
- Bidders may please quote their unconditional and most competitive rates in Indian Rupees strictly as per the list of item mentioned in the table. After scrutiny/evaluation of parties, ITPO reserves right to issue award of work order for supply of above items as per requirement and specification.
- It will be the sole discretion of India Trade Promotion Organization to accept or reject any tender in full or in part without assigning any reason thereof. Also ITPO reserves its rights to cancel or postpone the supplies without assigning any reasons what so ever or cancel the order without any liability or to buy a part of the materials, for which the quotations are invited. The decision of ITPO shall be final and binding in this regard.
- Printed conditions on the back of letters originating from quotations/tenders will be ignored, if it is desired to apply any particular condition to the tender, the same must be clearly brought out in the body of the tender.
- Every bidder is required to state if he is a relative of any officer/official of ITPO or bidder is a public limited firm or a private company in which any officer(s)/official(s) of ITPO or his/her relatives is a partner or member or director.

- Bid Validity: The bid valid period is 120 days accruing from the date of opening of tender.
- The bidders are required to confirm that the price quoted is as per DGS&D rate contract, if applicable, for which relevant documents are to be enclosed for information and guidance.
- Service Tax/VAT, if any, must be quoted. Further TDS and other applicable taxes, as per prevailing rates, will be deducted by ITPO before making the payment to the successful bidder.
- This tender is non-transferable.
- Payment against bill/invoice (duplicate) shall be released only after full supply/ thorough inspection the shoes and socks. Payment will be made directly to the supplier through e-payment mode only.
- No advance payments will be made in any case.
- This office reserves the right to impose any other conditions for regulating the contract in public interest;
- In case the successful bidder is found in breach of any condition(s) of tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit shall be forfeited after giving proper opportunity through show cause notice.
- **Penalty:** It shall be obligatory of supplier to adhere strictly to the deliveries quoted and accepted by us in our orders. The items ordered shall be supplied, as per specification(s)/sample(s) selected, to Store Division, Prantik Building, Near Gate No. - 1, Pragati Maidan, ITPO, New Delhi-1, within **15-20 days** of placing of the order, In case of delay in supplies, unless extension of delivery has been granted by ITPO on the part of application from supplier, the organization may at its option either (a) recover from the supplier as liquidated damage a sum of 2% of the price of any stores not delivered for a month or a part of the month subject to maximum limit to 10% or (b) purchase elsewhere on account and at the risk of the supplier the stores not delivered or (c) cancel the contract without prejudice to its rights .
- The bid document must be filled in neatly and clearly with ink or typed. Incomplete or unconditional bids will not be entertained.
- Bidder will not be allowed to withdraw his/her offer during bid period. EMD shall be forfeited at the risk of bidder, if the bidder fails to honour the contract.

- Any request at any time for increase in the approved rates of ITPO, for any reason, will not be entertained.
- Canvassing in any form is strictly prohibited and tender of the tenderer who resort to such activities will be summarily rejected.
- The EMD shall be forfeited in case the firm does not fulfill/ produce the documents/ promises made before this Office or any committee constituted by this office for this purpose.
- **Earnest Money Deposit (EMD) :**

The quotation must be accompanied by an Earnest Money Deposit (EMD) of Rs. 3000/- (Rupees three thousand only) through Demand Draft in favour of INDIA TRADE PROMOTION ORGANISATION, New Delhi, payable at New Delhi, which should be valid for a period of 120 days beyond the last date of submission of the tender. The EMD will be refunded to all the unsuccessful bidders after the finalization of tender without any interest. EMD will be forfeited in case successful bidder fails to abide by the terms and conditions or refuses to undertake the contract. A bid received without Earnest Money, except those Firms which have been exempted from submission of Earnest Money, as per Government of India orders/instruction shall be summarily rejected. Certified copies of the same should be furnished with the quotation for claiming the relaxation, failing which quotation will be rejected.

- The sample will be selected by Purchase Committee of this office. One or more items of the same firm may be selected by the committee and accordingly order shall be placed to the firm for one or more items. The decision of the Committee will be final and binding on all bidders.
- A firm blacklisted by any Govt. /State Government office will not be eligible to participate in this tender. In case any such firm obtain contract by hiding the facts and it comes to the notice of ITPO later, contract will be cancelled immediately and security forfeited.
- It will not be obligatory for ITPO to accept the lowest quotation and no explanation shall be given for the cause of rejection of quotation of any tenderer. No such obligation on the part of ITPO is also to inform the unsuccessful tenderers of the outcome of the tender process.
- All disputes are subject to the jurisdiction of courts in the National Capital Territory (NCT) of Delhi and Agreement will be governed by and be construed in accordance with the laws of India.

Manager (Stores)



